

Facility Management Checklist

Facility name			
Physical Location			
Facility Management hours			
License No.			
Date & Time			
Audit Type: Renewal	<input type="checkbox"/>	Concise/Follow up	<input type="checkbox"/>
		Adhoc	<input type="checkbox"/>
Name	Title/License no.	Name	Title/License no.

HAAD Auditor	HAAD Auditor
Name:	Name:
Division:	Division:
Auditor No.:	Auditor No.:

International Patient Safety Goals

1. Improve the accuracy of patient identification
2. Improve the effectiveness of communication among care givers and care recipients
3. Improve the safety of using medications and medical devices
4. Reducing the risk of healthcare associated infections
5. Ensuring correct site, correct procedure, correct patient for all procedures
6. Accurately and completely reconcile medications across the continuum of care
7. Encourage patients active involvement in their own care as a patient safety strategy
8. Improve recognition and response to changes in a patient's condition
9. Reducing risk of patient harm resulting from falls
10. Reduce the risk of hospital fires

P = PRIORITY PSG = PATIENT SAFETY GOALS

No.	Ref	Auditor Tasks	Yes	Partial	No	PSG	Comments
A.		The facility complies with relevant laws, regulations, and inspection requirements.					
A.1 P	JCIA, FMS 1 ASHRAE, NFPA, IEE	The building is suitable for scope of work and operates as per international standards, regulatory requirements from HAAD and other Abu Dhabi governmental authorities and departments.				4, 10	
A.2	HAAD	Emergency clinical services are located on the ground floor.					

A.3	HAAD, AIA, NHS	All physical spaces meet the minimum dimension requirements for the relevant services.					
A.4	HAAD	All locations have been provided with clear, appropriate signage.					
A.5	AIA	OR storage space/area is available, (see A3)					
A.6	AIA HAAD	Storage area/room of sterile instruments is available. Positive pressure should be maintained in the clean room and negative pressure in the decontaminated room.					
B.		Risk Management, Safety and Security.					
B1 P	JCIA FMS2	The organization maintains an Environmental and Occupational Health and Safety Management System (EHSMS) to ensure safety and security of patients, families, visitors and staff. The system must address the following areas: a. Safety of facility physical environment b. Security c. Hazardous materials d. Emergencies e. Fire safety f. Medical equipment g. Utility systems				4, 9, 10	
B.2 P	HAAD standards (JCI – FSE.3)	Qualified individuals oversee the planning, implementation and documentation of the risk management system in the care environment (safety officers & safety committee)				4, 9, 10	
B3	HAAD standards (JCI – FSE.16)	Staff members, volunteers and contract workers are trained and knowledgeable about their roles in the hospital's plans for the facility and EHSMS system.					
B.4	NFPA 99	Line isolation systems and monitors installed and tested on regular basis afterwards.					
B.5 P	AIA	Positive or negative pressure is provided and monitored for areas requiring differential pressure levels according to the services provided in those areas.				10	
B.6 P	AIA & NFPA	Appropriate hoods and exhaust devices for, radioactive isotopes and noxious gases or vapors are provided.				10	

B.7	NFPA 99	Gas cylinders in storage are kept in racks or secured in position with their contents clearly identified with labels /tags.					
B.8	NFPA 99	Rooms or enclosures for storage of gas cylinders are labeled with safety/warning signs and are well ventilated.					
B.9	NFPA 99	Emergency showers & eye wash facilities are available in laboratory and anywhere any person can be exposed to injurious corrosive materials.					
C		Fire safety					
C.1 P	JCIA,	The Facility has an implemented a fire safety plan.				10	
C.2 P	JCIA	Fire alarm system & fire fighting systems are available and periodically tested and maintained. (every 6months as per civil defense regulations)				10	
C.3	JCIA	The fire and smoke safety evacuation plan is tested at least twice a year.					
C.4 P	NFPA 99	Fire exit signs, maps and fire safety procedures are posted. Evacuation routes are defined and are unobstructed.				2, 9, 10	
C.5	JCIA	Staff are trained to participate in the fire and smoke safety and evacuation plan.					
C.6 P	JCIA	Inspection, testing, and maintenance of equipment and systems are documented.				10	
C.7	JCIA	Suitably qualified staff are available for the implementation of the plan.					
C.8 P	HAAD standard s (JCI – FSE.11)	The hospital developed and implemented a non-smoking policy.				10	
D.		Management of utilities					
D.1 P	JCIA	The organization has a plan, processes and procedures for management of facilities, buildings and utilities including water, electricity, HVAC and gases.				10	
D.2 P	JCIA	Availability of backup power supply (UPS and/or backup generator).				10	

D.3	JCIA	Utilities used for therapeutic, diagnostic and analytic purposes are tested for meeting acceptable international standards (e.g. medical gases, water for dialysis and laboratory assays).					
D.4 P	JCIA	Electrical, water, waste, ventilation, medical gas, and other key systems are regularly inspected, maintained, and, when appropriate, improved.				10	
D.5	JCIA	Staff responsible for inspection, testing and maintenance of utility systems are qualified, trained and equipped with necessary test equipment.					
D.6	JCIA	Maintenance, inspection and testing data is documented and utilized for improvement.					
E	HAAD standard (JCI – FSE.7)	Hazardous materials					
E.1 P	JCIA	Hazardous materials plan is implemented, evaluated, this should be comprehensively documented.				10	
E.2 P		Hazardous materials and waste are identified and listed.				10	
E.3		Procedures for safe handling, storage and use of hazardous materials are available.					
E4 P		MSDS and appropriate PPE are available and easily accessible.				10	
E5		Hazardous materials and waste are labeled as such.					
E.6 P		Safe disposal procedures of hazardous materials and waste are available and according to the legal regulations and requirements.				10	
E.7		Procedures for reporting and investigation of spills, exposures and other incidents are in place and known by all staff.					
F	HAAD standards (JCI – FSE.8)	Emergency Management					

F.1		Major internal and external disasters and major epidemic events which pose significant risks of occurring are identified and an emergency preparedness plan is in place.							
F.2		The plan is tested annually including staff participation; the test results are documented and evaluated. Any changes are made to aim for continuous improvement.							
G	HAAD standard (JCI – FSE4,5,6)	Security & Safety							
G.1 P		A program to provide safe and secure physical facility is implemented.				9, 10			
G.2		The hospital has a documented, annual, accurate inspection of physical facilities which must be carried out by specialist contractors.							
G.3		The hospital plans and budgets for upgrading or replacing key systems, buildings or components based on the facility inspection and in keeping with the law and regulation.							
Total		Met	Partially Met	Not Met	N/A				
Non priority									
Priority									

Facility Management	HAAD Auditor
Name:	Name:
Signature:	Signature:
Date:	Date:

Section Head Comments:

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Name: Signature: Date